

# Employee Self-Service

## Updating Direct Deposit

All employees will have access within Employee Self-Service that will allow the ability to view, add, update, and/or delete direct deposit information.

### Important Reminders:

- Do not use a bank deposit slip to add/edit your direct deposit information. Your routing and account numbers are not on your Debit/ ATM card. Obtain the information from a Personal Check, if available. Click the **Check Image** link if you are unable to define the routing/account numbers. The Routing Number is the first set of 9 digits at the bottom of your check. Your Account Number is listed directly to the right after the Routing Number. Do not include the check number, which is to the right of the account number. If you still require assistance, contact your financial institution for help in determining your banking information.
- You can only update your Direct Deposit information once a day. Once you navigate off the Direct Deposit page, you need to wait until the next day to make changes.
- Direct Deposit account changes made the Wednesday before Pay Day through the following Wednesday before 6PM, will take effect in your next pay advice. Changes on other days may result in a paper check.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Paper Check	Paper Check	Paper Check	Direct Deposit	Direct Deposit	Pay Day Direct Deposit	Direct Deposit
Direct Deposit	Direct Deposit	Direct Deposit	Direct Deposit Before 6PM	Paper Check	Paper Check	Paper Check
					Pay Day Direct Deposit Updated	

- **You are responsible for the accuracy of your data; please review carefully before saving page.**
- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with direct deposit related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use ESC should contact their Agency Human Resources or Payroll Department with direct deposit related questions.

## Add Direct Deposit:

**Note:** If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". You can then create additional accounts as necessary. The "Balance" account will receive 100% of your net pay funds if no other accounts are created.

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	Click the <b>DIRECT DEPOSIT</b> link.
5.	To add a new direct deposit account, click the <b>ADD ACCOUNT</b> button.
6.	<p>You will arrive on the <b>Add Direct Deposit</b> page. The areas available for view and updates are the following:</p> <ul style="list-style-type: none"><li>• <b>Routing Number:</b> Enter the Routing Number of your banking institution.</li><li>• <b>Account Number:</b> Enter the Account Number of your banking institution.</li><li>• <b>Account Type:</b> Enter in your account type: Checking or Savings</li><li>• <b>Deposit Type:</b> Enter in your deposit type:<ul style="list-style-type: none"><li>• <u>Amount:</u> A flat dollar amount; i.e. \$10</li><li>• <u>Balance:</u> The final net pay you are to receive, after all taxes, deductions, and other deposits have occurred. <b><u>If this is your first direct deposit account, always enter in the Balance Direct Deposit account type first.</u></b></li><li>• <u>Percent:</u> A percentage; i.e. 25%</li></ul></li><li>• <b>Amount or Percent:</b> Enter the dollar or percentage you wish to have allocated, if your Deposit Type is listed as Amount or Percentage.</li><li>• <b>Deposit Order:</b> If you have more than one direct deposit account, enter the order in which you wish to have your direct deposit submitted to your bank accounts. The <b>Balance</b> Deposit Type will always default to 999. <b>Do Not Change.</b> This means that the system will remit the remainder of your net pay funds into your main direct deposit account that you have selected. You can select a number from 1- 998 for all other accounts. If you select 1, for example, it will be the first account to have direct deposit presented into it and all other accounts will follow sequentially.</li></ul>
7.	<b>Please be sure to verify the information you have entered is accurate.</b>
8.	Click the <b>Save</b> button once you have completed adding a direct deposit account.
9.	Click the <b>OK</b> button to confirm.

## View a Direct Deposit Account:

Step	Action
1.	Click the <b>DIRECT DEPOSIT</b> link.
2.	Once within <b>DIRECT DEPOSIT</b> page, you have the option to <b>VIEW</b> any existing Checking or Saving Direct Deposit Accounts that are present.
3.	Within the <b>Account Type</b> column in the Direct Deposit Detail, click the account type LINK (Checking or Savings) that you wish to view. You will now be in the <b>Direct Deposit Detail</b> page.
4.	You will be able to review the Routing Number, Account Number, Account Type, Deposit Type, Amount or Percent selected, and the Deposit Order of the Direct Deposit selected.
5.	To go back to the Direct Deposit page, click the <b>RETURN TO DIRECT DEPOSIT</b> link.

## Edit Direct Deposit:

You have the ability to edit an existing direct deposit account.

Step	Action
1.	Click the <b>DIRECT DEPOSIT</b> link.
2.	Once within <b>DIRECT DEPOSIT</b> , you have the option to <b>EDIT</b> any existing Direct Deposit Accounts that are present.
3.	To edit an existing Checking or Savings Direct Deposit Account, click the <b>EDIT</b> button in the far right column the Checking or Savings Account.
4.	<p>You will arrive on the <b>Change Direct Deposit</b> page. The areas available for view and updates are the following:</p> <ul style="list-style-type: none"> <li>• <b>Routing Number:</b> Enter the Routing Number of your banking institution.</li> <li>• <b>Account Number:</b> Enter the Account Number of your banking institution.</li> <li>• <b>Account Type:</b> Enter in your account type: Checking or Savings</li> <li>• <b>Deposit Type:</b> Enter in your deposit type: <ul style="list-style-type: none"> <li>• <u>Amount:</u> A flat dollar amount; i.e. \$10</li> <li>• <u>Balance:</u> The final net pay you are to receive, after all taxes, deductions, and other deposits have occurred.</li> <li>• <u>Percent:</u> A percentage; i.e. 25%</li> </ul> </li> <li>• <b>Amount or Percent:</b> Enter the dollar or percentage you wish to have allocated, if your Deposit Type is listed as Amount or Percentage.</li> <li>• <b>Deposit Order:</b> If you have more than one direct deposit account, enter the order in which you wish to have your direct deposit submitted to your bank accounts. The <b>Balance</b> Deposit Type will always default to 999. <b>Do Not Change.</b> This means that</li> </ul>

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5.	<b>Please be sure to verify the information you have entered is accurate.</b>
6.	Click the <b>Save</b> button once you have completed editing a direct deposit account.
7.	Click the <b>OK</b> button to confirm.

### Pay Statement Print Option:

You have the ability to receive an electronic stub of your direct deposit transaction.

Step	Action
1.	Click the <b>DIRECT DEPOSIT</b> link.
2.	Once within <b>DIRECT DEPOSIT</b> page, click the <b>Pay Statement Print Option</b> link to the right of the Add Account button, if you wish to receive an electronic stub of your direct deposit.
3.	Proceed with confirming your request by reviewing that the radial button is checked for the statement: <ul style="list-style-type: none"> <li>• <b>Do not send a paper copy of direct deposit pay statement.</b></li> </ul>
4.	Click the <b>Save</b> button once you have completed the request.
5.	Click the <b>OK</b> button to confirm. You will return to the Direct Deposit page.

### Delete Direct Deposit:

You have the ability to delete an existing direct deposit account.

- **Important:** Employees will be unable to delete a direct deposit account that is marked as a Balance account.

Step	Action
1.	Click the <b>DIRECT DEPOSIT</b> link.
2.	Click the <b>DELETE</b> button next to the Checking or Savings Direct Deposit Account you wish to delete. <b>Note:</b> You <u>cannot</u> delete a Balance account.

3.	Click the <b>YES-DELETE</b> button in order to confirm the delete request. If you click <b>YES</b> , you will return to the Direct Deposit page, showing the account was deleted as requested.
4.	Click the <b>NO-DO NOT DELETE</b> button to cancel the delete request. If you click <b>NO</b> , you will return to the Direct Deposit page, showing that no accounts were deleted.
6.	Click the <b>OK</b> button to confirm.